

RSU #63 Budget & Finance Committee Minutes

Date: February 11, 2026

Time: 4:00pm

Location: Holbrook School

Committee Members Present: Rachel Downs, Julianna Prentiss, Jamie Youngblood Others Present: Sheila Caldwell, Kelly Theriault (remote)

1. Call to order – 4:04pm
2. Committee elected Rachel Downs as Chair of B&F and they did not feel it necessary to have a Vice Chair.
3. The November 5, 2025 minutes were reviewed and approved.
4. FY27 Budget Process and Planning:

Kelly Theriault joined the meeting remotely to provide an update of her work as a consultant of business manager tasks and the state of the budget. She was able to answer members of the committee who asked questions pertaining to the January Monthly Financial Statement and budget planning steps (in the absence of a full time business manager).

She discussed hot lunch review as a means to monitor financials and close gaps, and confirmed that the monthly online reporting in Child Nutrition Program (CNP) is up to date.

Sheila Caldwell is scheduled to attend the Child Nutrition Program (CNP) Bootcamp February 19-20, 2026.

5. Next meeting – March 10th, 2026 at 4pm, Holbrook School
6. Adjourn –

Approved by Committee 03/10/2026

Accepted by Board 04/27/2026

